



Secretariat

ST/IC/1993/46
1 September 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Director of Personnel

Subject: STAFF DAY 1993

1. The observance of Staff Day on Friday, 10 September 1993, is an official function sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff members a chance, before the work of the General Assembly, not only to relax and have fun but also to reaffirm the esteem we hold for each other and the work we perform. Staff Day is not intended to be a "day off". It will be a success if staff members participate together in the events that have been planned, and it is hoped that staff members at all levels will join in the spirit of this endeavour. Supervisors are expected to release their staff to participate in the day's activities to the extent possible and to participate themselves. In offices where the exigencies of service require some staff members to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to allow the greatest staff participation possible. To the extent feasible with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours without being expected to complete their normal assignments as well.

2. The following is a general schedule of events. A complete Staff Day programme giving full details will be issued by the Staff Union.

3. The day's activities will start with a parade from the General Assembly Public Plaza to the Secretariat Circle, where, at 9.30 a.m., there will be a ceremony honouring all those who have given their lives in the service of the United Nations.

4. At 10.30 a.m., in the General Assembly Hall, the Secretary-General and the President of the Staff Committee will address the staff.

5. Some of the other activities tentatively planned for the day are as follows:

- (a) Showing of a film in the General Assembly Hall following the speeches;

- (b) A concert at 2.30 p.m.;
- (c) An international fashion show at 6 p.m.;
- (d) A jazz concert in the Dag Hammarskjöld Library Auditorium at 6.30 p.m.

The talent show will be held on Thursday, 9 September, at noon, in the Library Auditorium.

6. The Staff Day Ball will begin at 7 p.m. in the General Assembly Public Lobby. At the same time, in a portion of the first basement below the General Assembly area, there will be separate areas for disco dancing and various other forms of entertainment.

7. Admission to all events will be on a first-come, first-served basis upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times.

8. Staff members will be admitted to the Staff Day Ball upon presentation of a ticket and their valid grounds pass. Guests will be admitted only if accompanied by a staff member. Staff members should meet their guests at the gate to the visitors' entrance on 46th Street and 1st Ave. Guests may only enter through the General Assembly public lobby and must proceed through the metal detectors upon entry. In case of inclement weather, they may be met under the canopy in front of the General Assembly public lobby. From 6 p.m. to 8 p.m., accompanied guests having tickets for the Jazz Concert may also enter through the 42nd Street entrance.

9. Admission tickets to the Staff Day Ball are \$2.00 for staff members, and may be obtained upon presentation of their grounds pass between noon and 2 p.m. daily until 10 September in the Secretariat Staff Lounge. To accommodate those who work at night, tickets will also be available at the same location from 8.30 a.m. to 3.30 p.m. and from 6 to 8.30 p.m. from 7 to 10 September. Guest tickets will be priced at \$15.00 and can be purchased at the same times and locations. Please note that tickets for staff members or their guests will not be available at any time after 2 p.m. on Staff Day and will not be sold at the entrance to the Ball.

10. Liquor, wine, beer, juices and soft drinks will be available at bars in the dancing areas from 7 p.m. to 12.30 a.m. Prices will be as follows: hard liquor, wine and beer: \$3.00; juices and soft drinks: \$1.00. Bars will supply beverages only upon presentation of drink tickets bought from cashiers who will be located at the entrances and near the bars. Refunds for unused drink tickets may be obtained from the cashiers only until midnight on Staff Day; after that time no refunds will be made under any circumstances. The Coffee Shop located on the 1st basement concourse of the General Assembly Building will be open for the duration of the Ball. Hot beverages and sandwiches will be on sale.

11. Staff members, including those without parking permits, will be permitted to park in the United Nations Garage after 5.30 p.m. on a first-come, first-served basis at the regular daily rate of \$2.50 upon presentation of a grounds pass at the northern entrance at 48th Street and the East River Drive. No guests will be admitted to the garage. Guests should be dropped off at the visitors' entrance. After parking their cars, staff members should take the

elevator up to the General Assembly public lobby and meet their visitors outside at the gate to bring them inside.

12. As you are aware, in recent months it has been necessary to enhance security in the Secretariat. Please cooperate with Security Officers and follow their instructions. Such compliance will ensure everyone's safety and enable all present to enjoy the Staff Day Ball.
